


DATE: December 7, 2022

TO: Atlanta Regional Workforce Development Board

FROM: Rob LeBeau, Director - ARWDB 

SUBJECT: **PROPOSED ACTION – Approval of ARWDB Committee and Advisory Group Structure**

**Requested Action (What)**

To approve the updated committee and advisory group structure including a standing Executive Committee and Youth Committee, with additional special committees appointed as needed.

**Reason (Why)**

The ARWDB bylaws establish a standing Executive Committee and Youth Committee with other special committees appointed by the Board Co-Chairman. The ARWDB established a Business Services Committee in September 2016 and a Career Services Committee in May 2021. Due to observed operational challenges over the past few years (including lack of actionable issues and difficulties meeting quorum) staff recommends changes to the committee structure to ensure effective meetings are held and that appropriate support is given to the ARWDB. Proposed changes to the existing committees are as follows:

Executive Committee – no change.

Youth Committee – amended/clarified provisions from the bylaws:

- The Youth Committee will be comprised of at least 7 ARWDB members and at least 5 non-ARWDB members
- In no case will the non-ARWDB board members outnumber ARWDB board members as voting members of the committee
- Quorum for the Youth Committee meetings shall be 40% of the current committee members
- Additional non-voting members may participate in the Youth Committee discussions

Business Services Committee – dissolved

Career Services Committee – dissolved

In place of the Business Services and Career Services Committees, the ARWDB Co-Chairs establish a Business Services Advisory Group and Career Services Advisory Group. These Advisory Groups will be comprised of both ARWDB members and non-ARWDB members. The Advisory Groups will meet as needed to discuss pertinent issues and provide recommendations to the Executive Committee for consideration on issues that may come before the ARWDB.

**Timeframe (When)**

The updated committee structure and operations will take effect on January 1, 2023.

**Impact (Who and How Much)**

Committees and Advisory Groups are established to assist the planning and operation of the ARWDB and the implementation of WIOA programs and services. These committees/groups do not have financial impacts to local operations.

**Recommendation**

This action comes as a recommendation from ARC Workforce Solutions staff with concurrence from the Business Services and Career Services committees.